

# Final Regulations

## CHAPTER 40

### FUNERAL SERVICE INTERNSHIP PROGRAM

#### Part I

#### General Provisions

##### 18VAC65-40-10. Definitions.

In addition to words and terms defined in §54.1-2800 of the Code of Virginia, the following words and terms when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise:

"Direct supervision" means that a licensed funeral service professional is present and on the premises of the facility.

~~"Full-time school attendance" means that the individual attending mortuary science school is enrolled in 12 or more semester hours of coursework per semester.~~

"Supervisor" means a licensed employee at the training site who has been approved by the board to provide supervision for the funeral intern.

"Training site" means the licensed funeral establishment which has agreed to serve as the location for a funeral service internship and has been approved by the board.

##### 18VAC65-40-40. Fees.

A. The following fees shall be paid as applicable for registration:

1. Funeral service intern registration, reinstatement or renewal \$75 100

2. Late fee for renewal up to <del>30 days</del> <u>one year</u> after expiration	\$ <del>25</del> <u>35</u>
3. Duplicate copy of intern registration	\$25
4. Returned check	\$35
<u>5. Registration of supervisor</u>	<u>\$25</u>
<del>5</del> <u>6.</u> Change of supervisor	\$ <del>15</del> <u>25</u>
<u>7. Reinstatement fee</u>	<u>\$170</u>

B. Fees shall be made payable to the Treasurer of Virginia and shall not be refundable once submitted.

18VAC65-40-90. Renewal of registration.

A. The funeral service intern registration shall expire on ~~January~~ March 31 of each calendar year and may be renewed by submission of the renewal notice and prescribed fee.

B. A person who fails to renew a registration by the expiration date shall be deemed to have an invalid registration. No credit will be allowed for an internship period served under an expired registration.

C. The funeral service intern is responsible for notifying the board of any changes in name, address, employment, or supervisor. Any notices shall be validly given when mailed to the address on record with the board.

18VAC65-40-110. Reinstatement of expired registration.

A. A [resident trainee funeral service intern] whose registration has expired may be reinstated within one year following expiration by payment of the current renewal fee and the late renewal fee.

B. A [resident trainee funeral service intern] whose registration has been expired for more than one year shall apply for reinstatement by submission of a written application and payment of a reinstatement fee. The board may consider reinstatement of an expired registration for up to three years following expiration. ~~A written application request for reinstatement shall be submitted to the board and shall include payment of all applicable fees.~~

~~B~~ C. When a registration is not reinstated within three years of its expiration date, a new application for registration shall be filed and a new internship begun.

## Part II

### Funeral Service Internship Requirements

18VAC65-40-130. Funeral service internship.

A. The internship shall consist of at least ~~18 months~~ 3,000 hours of training to be completed within no less than 12 months and no more than 48 months. For good cause shown, the board may grant an extension of time for completion of ~~[a resident traineeship an internship].~~

B. ~~An individual may hold an active internship registration for a maximum of 48 months from the date of initial registration for the internship program. The board, in its discretion, may grant~~

~~an extension of the internship registration. The [trainee funeral service intern] shall be assigned a work schedule of not less than 20 hours nor more than 60 hours per week in order to receive credit for such training. For good cause shown, the board may waive the limitation on [a resident trainee's an intern's] work schedule.~~

C. A funeral service intern ~~shall not attend school full time while serving his internship~~ shall receive training in all areas of funeral service.

18VAC65-40-160. ~~Intern work schedule. Repealed.~~

~~Every funeral service intern shall be assigned a full time work schedule of at least 40 hours each week in order to obtain credit for such training. The intern shall be required to receive training in all areas of funeral service. Additional and further hours may be at the discretion of the supervisor or may be a requirement of the facility.~~

18VAC65-40-220. Qualifications of training site.

The board shall approve only an establishment or two combined establishments to serve as the training site or sites which:

1. Have a full and unrestricted Virginia license;
2. Have complied in all respects with the provisions of the regulations of the Board of Funeral Directors and Embalmers; and
3. Have ~~35~~ 50 or more funerals and ~~35~~ 50 or more bodies for embalming over a 12-month period for each person to be trained. This total must be maintained throughout the period of training. If the establishment does not meet the required number of funerals or embalmings, the funeral service intern may seek approval for an additional training site.

18VAC65-40-250. Requirements for supervision.

- A. Training shall be conducted under the direct supervision of a licensee or licensees approved by the board. Credit shall only be allowed for training under direct supervision.
- B. The board shall approve only funeral service licensees, licensed funeral directors, or licensed embalmers to give funeral training who have a full and unrestricted Virginia funeral license, have at least two consecutive years in practice and are employed full time in or under contract with the establishment where training occurs.
- C. A supervisor licensed as an embalmer or a funeral director shall provide supervision only in the areas of funeral practice for which he is licensed.
- D. Failure to register as a supervisor may subject the licensee to disciplinary action by the board.
- E. If a supervisor is unable or unwilling to continue providing supervision, the [resident trainee funeral service intern] shall obtain a new supervisor. Credit for training shall resume when a new supervisor is approved by the board and the [trainee intern] has paid the prescribed fee for the change of supervisor.

18VAC65-40-300. ~~Interruption and reinstatement.~~ Repealed.

- ~~A. If the program is interrupted, the intern shall obtain a new supervisor and submit a new application for approval.~~
- ~~B. Credit shall only be allowed for training under direct supervision. Credit for training shall resume when a new supervisor is approved by the board and the applicant has been reinstated.~~

18VAC65-40-320. Reports to the board: ~~six-month report; partial report.~~

A. The intern, the supervisor or supervisors, and the establishment shall submit a written report to the board at the end of every ~~six months~~ 1,000 hours of training. The report shall:

1. Specify the period of time in which the 1,000 hours has been completed and verify that the intern has actually served in the required capacity during the preceding ~~six months~~ period; and
2. Be received in the board office no later than 10 days following the end of the ~~six-month period~~ completion of 1,000 hours. Late reports may result in additional time being added to the internship.

B. If the internship is terminated or interrupted prior to completion of a ~~six-month period~~ 1,000 hours or if the ~~trainee intern~~ is changing supervisors or training sites, the intern and the supervisor shall submit a partial report to the board with a written explanation of the cause of program termination or interruption or of the change in training or supervision.

1. The partial report shall provide the amount of time served and the dates since the last reporting period. Credit for partial reports shall be given ~~in increments of one month~~ for the number of hours of training completed.
2. Partial reports shall be received in the board office no later than 10 days after the interruption or termination of the internship or after the change in supervisors or training sites. Credit may be deducted for late reports.

### Part III

#### Internship: Funeral Supervisors' Responsibilities

18VAC65-40-340. Supervisors' responsibilities.

A. The supervisor shall provide the intern with all applicable laws and regulations or sections of regulations relating to the funeral industry.

B. The supervisor shall provide the intern with copies of and instruction in the use of all forms and price lists employed by the funeral establishment.

C. The supervisor shall provide the intern with instruction in all aspects of funeral services and shall allow the intern under direct supervision to conduct all necessary arrangements for a minimum of 25 funerals.

D. The embalming supervisor shall provide instruction on all necessary precautions, embalming functions, and reporting forms and shall allow the intern under direct supervision to perform a minimum of 25 embalmings.

E. The supervisor shall provide the intern with instruction in making preneed funeral arrangements and instruction on the laws and regulations pertaining to preneed funeral contracts and disclosures.

F. The supervisor shall provide instruction on cremation and on the laws and regulations pertaining to cremation.

G. If a training site does not offer preneed funeral planning or cremation services, the supervisor shall arrange for such training at another licensed funeral establishment that does.

## Certification

*I certify that this regulation is full, true, and correctly dated.*

\_\_\_\_\_  
Elizabeth Young  
Executive Director  
Virginia Board of Funeral Directors and Embalmers

Date:\_\_\_\_\_